

Microsoft PowerPoint 2010- Illustrated

Unit A: Creating A Presentation in PowerPoint 2010

Objectives

- Define presentation software
- Plan an effective presentation
- Examine the PowerPoint window
- Enter slide text
- Add a new slide

Objectives

- Apply a design theme
- Compare presentation views
- Print a PowerPoint presentation

Defining Presentation Software

- **Presentation software** is a computer program used to organize and present information
- Presentation software allows you to communicate your **ideas** effectively
- You can use PowerPoint to present information in on-screen presentations, notes, audience handouts, slide show broadcasts, and outline pages

Defining Presentation Software



Slide handouts

Defining Presentation Software

- With PowerPoint you can
 - Enter and edit text easily
 - Change the appearance of information
 - Organize and arrange information
 - Incorporate information from other sources
 - Present information in a variety of ways
 - Collaborate on a presentation with others

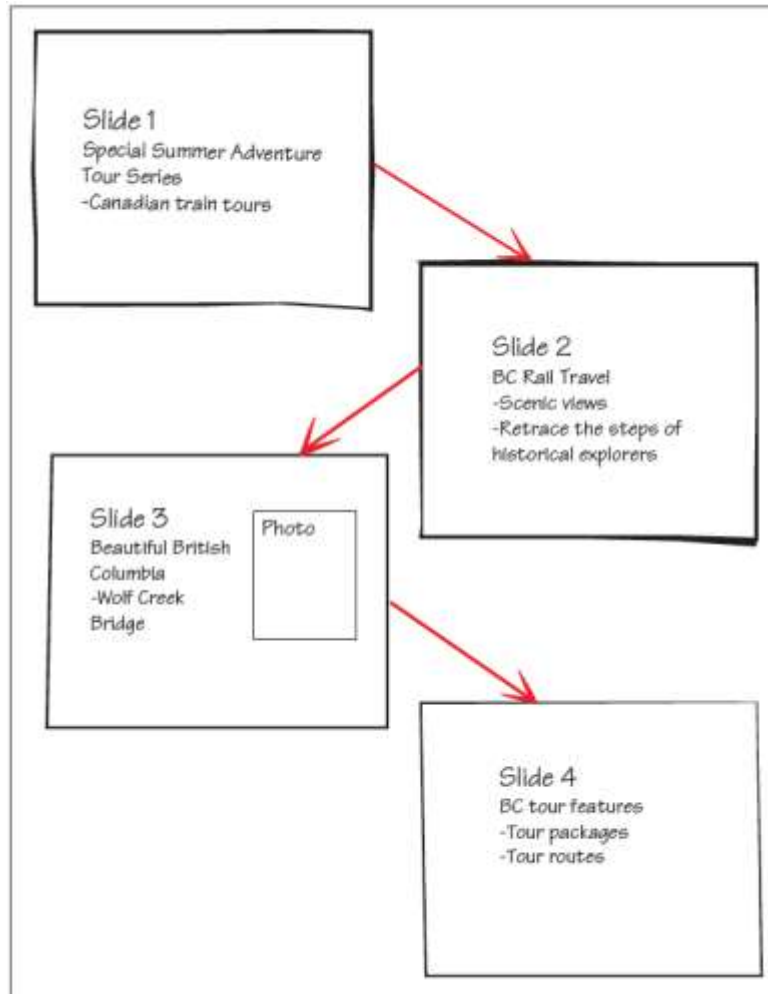
Planning an Effective Presentation

- Using PowerPoint **themes**, you can use a design and enter your text immediately
- You can go back and tailor your presentation based on the **needs** of the audience
- **Planning** is a critical part of creating a presentation

Planning an Effective Presentation

- Planning includes:
 - Determining and outlining your message
 - Identifying the audience and the delivery location
 - Determining the type of output
 - Determining the design
 - Deciding on additional materials needed

Planning an Effective Presentation



Storyboard of a presentation

Planning an Effective Presentation

- When planning a presentation, keep in mind of copyright laws
 - **Intellectual property** is any idea or creation of the human mind
 - **Copyright law** is a type of intellectual property law that protects works of authorship

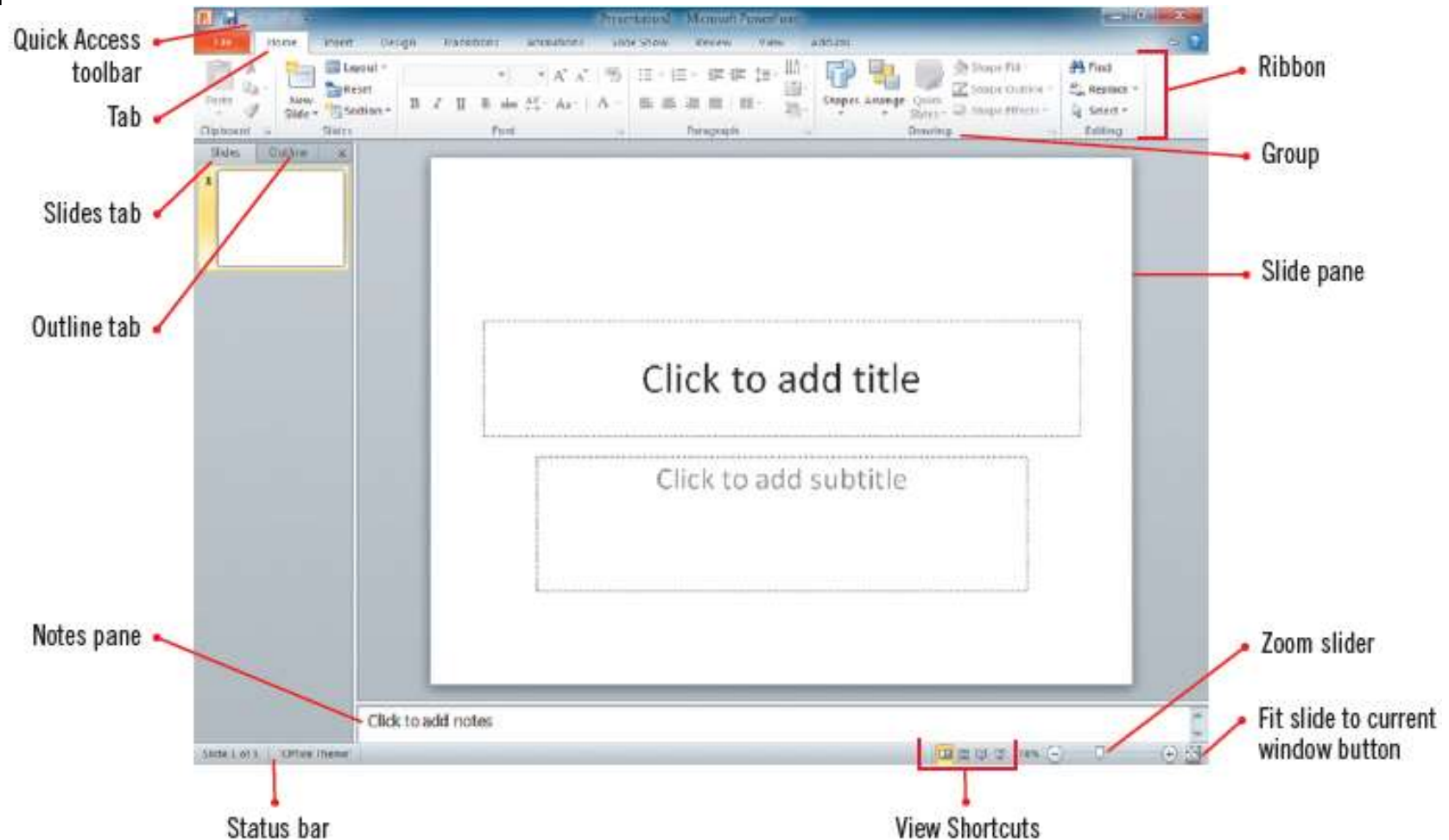
Planning an Effective Presentation

- **Fair use** permits the public to use copyrighted material for certain purposes without obtaining prior consent from the owner
- Unauthorized use of protected work is known as **copyright infringement**, and can lead to legal action

Examining the PowerPoint Window

- PowerPoint opens in **Normal view** (the default view)
- Normal view is the primary view for writing, editing and designing your presentation
- You move around in each pane using the scroll bars

PowerPoint Window in Normal View



Normal View

- The **Ribbon** organizes PowerPoint's primary commands
- Each set of primary commands is identified by a **tab**
- Commands are further arranged into **groups** based on their function
- The **Outline tab** displays the text of your presentation in the form of an outline

Normal View

- The **Slides tab** displays the slides of your presentation as small images, called **thumbnails**
- The **Quick Access** toolbar provides immediate access to common commands, such as Save and Undo
- The **status bar** shows messages about what you are doing and seeing in PowerPoint

Entering Slide Text

- PowerPoint opens in Normal view
- The title slide has two **text placeholders**:
 - the **title** placeholder
 - the **subtitle text** placeholder
- A placeholder with text is a text **object**. An object is any item on a slide that can be modified.

Entering Slide Text

- When you click inside a placeholder, the **insertion point** appears
- A **selection box** with a dashed line border and **sizing handles** appears around the placeholder, indicating that it is selected and ready to accept text

Adding a New Slide

- It is easy to add a new slide to your presentation
- You can choose among nine slide layouts
- A **slide layout** contains text and object placeholders that are arranged in a specific way on the slide

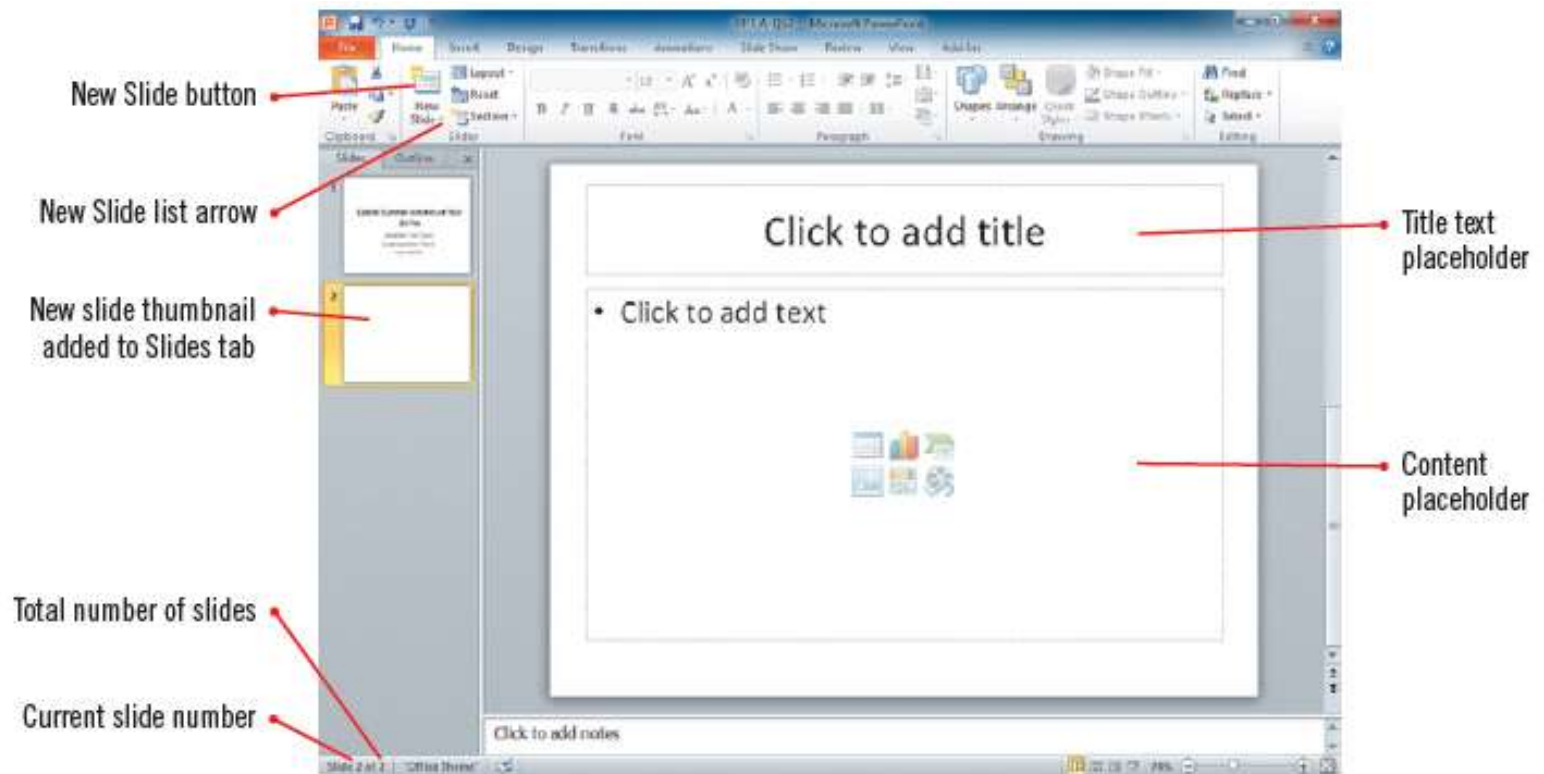
Adding a New Slide

- You can modify an existing slide layout or create a brand new, custom slide layout
- When you click the New Slide button on the Ribbon, a Title and Content placeholder slide appears

Adding a New Slide

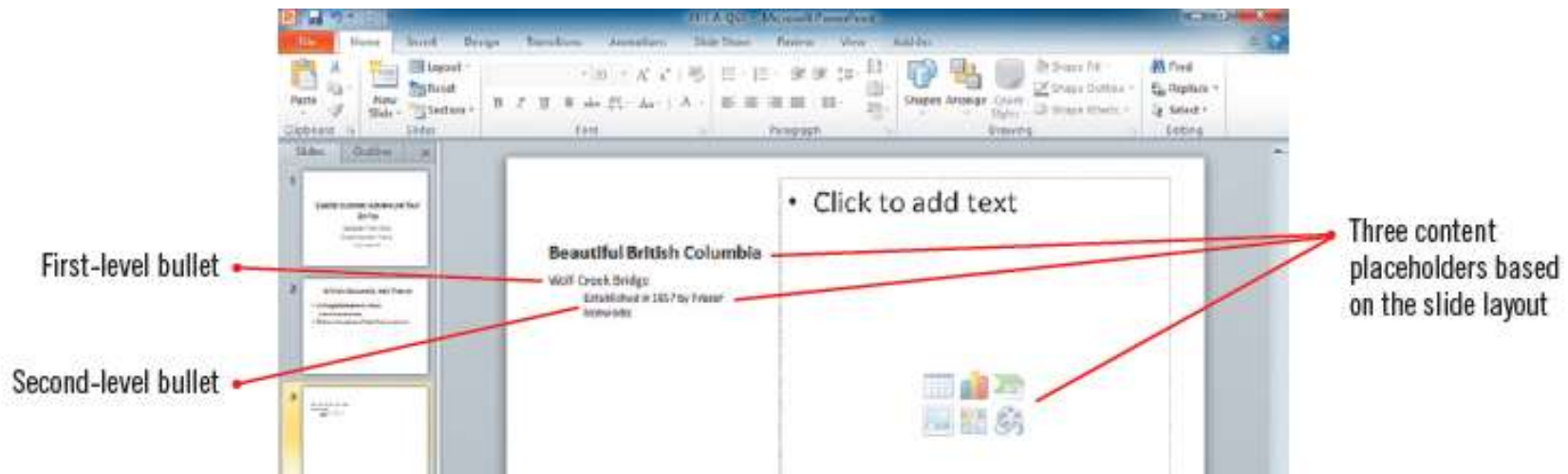
- A **content placeholder** can be used to insert text or objects such as clip art, tables, or charts
- To change a slide layout, click the Layout button in the Slides group

Adding a New Slide



Adding a New Slide

- To enter bulleted text, type the first phrase, then press [Enter]
- Press [Tab] to create a second-level bullet



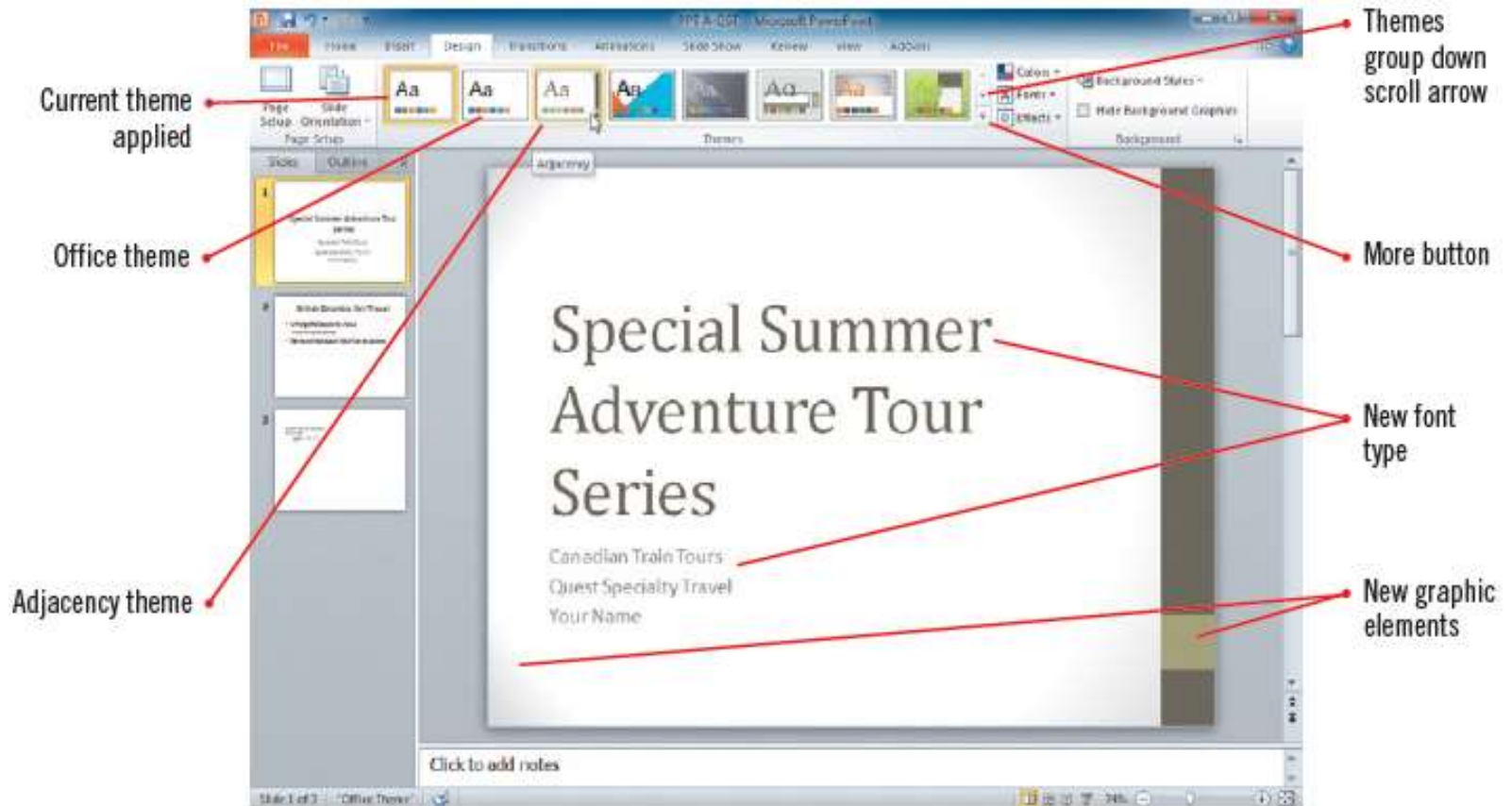
Apply a Design Theme

- A design theme includes a set of 12 coordinated colors for fill, line, and shadow, called **theme colors**; fonts for titles and other text, called **theme fonts**; and effects for lines and fills, called **theme effects**
- Design themes give your presentation a cohesive look

Apply a Design Theme

- Design themes are found on the **Design tab** on the Ribbon
- Point to a design theme on the Ribbon for a **Live Preview** of how your changes will affect the slides
- You can also create a custom theme

Apply a Design Theme



Slide showing a different theme

Comparing Presentation Views

- PowerPoint has five primary views
 - Normal view
 - Slide Sorter view
 - Notes Page view
 - Slide Show view
 - Reading view

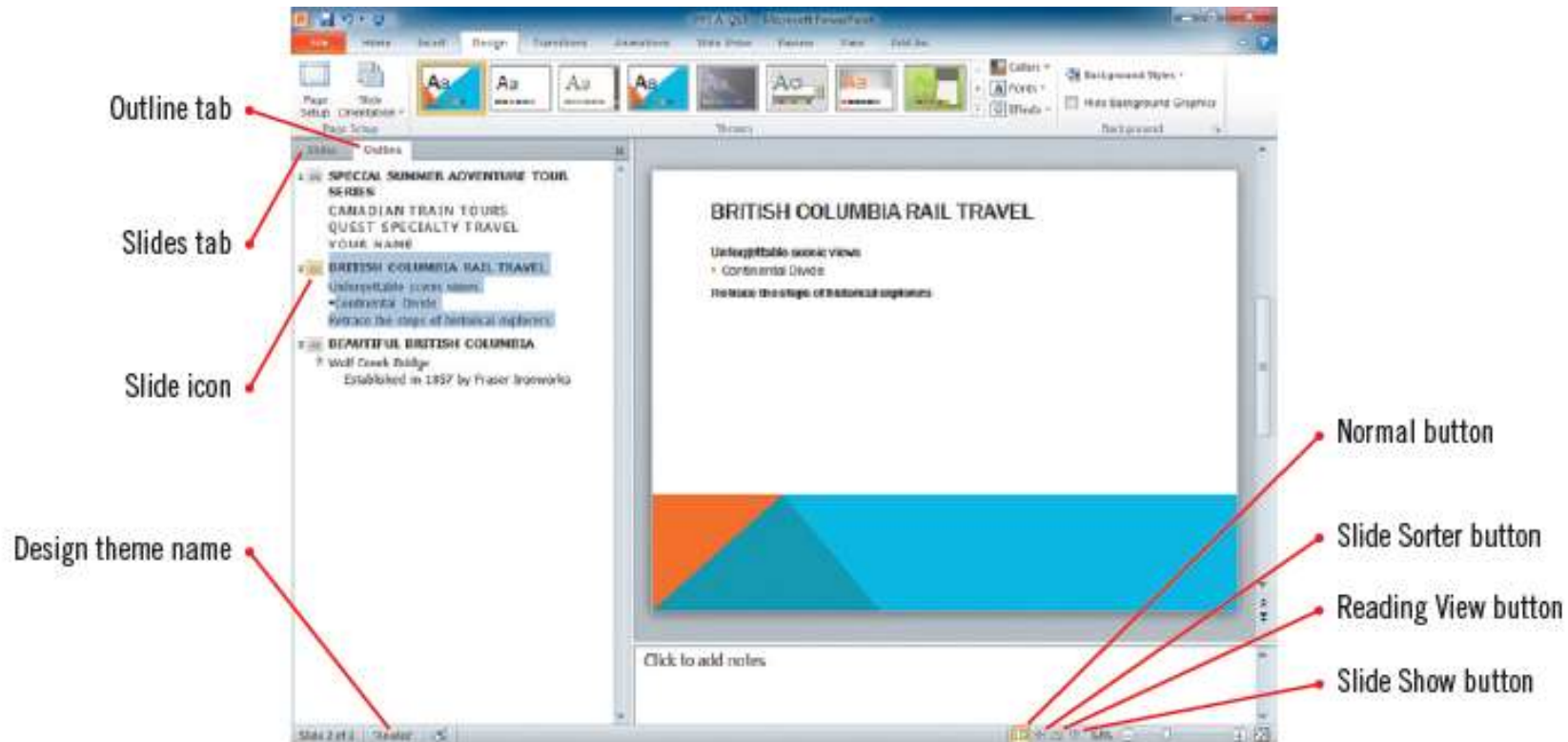
Comparing Presentation Views

- Normal view: **Edit** slide content
- Slide Sorter view: **Rearrange** and add slide effects
- Notes Page view: Type **notes** to self
- Slide show view: **Present** slides
- Reading view: **View** presentation on a computer screen

Comparing Presentation Views

- You can change views using the View Shortcuts on the Status bar
- You can also use the View tab on the Ribbon

Comparing Presentation Views



Normal view with Outline tab displayed

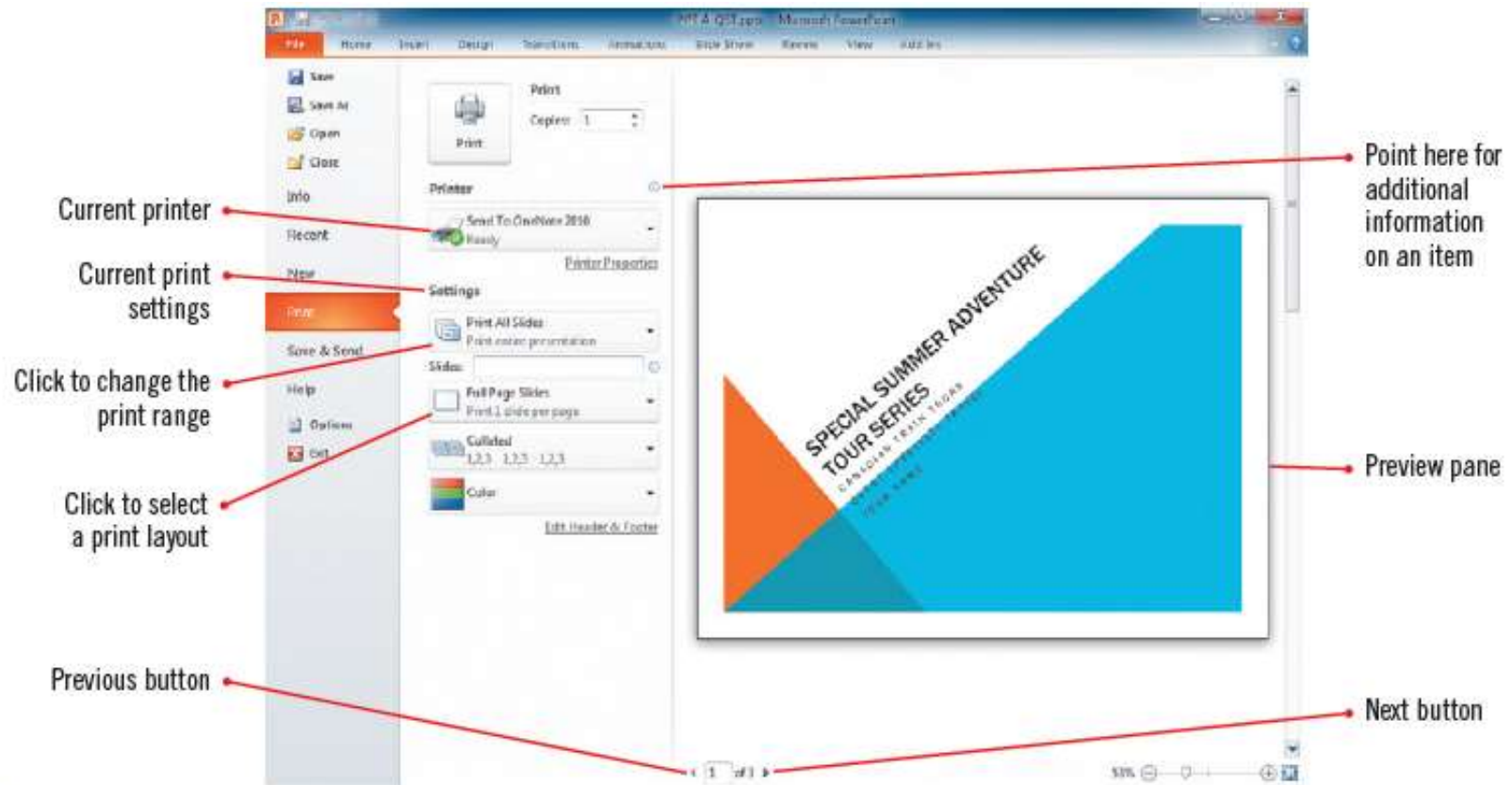
Printing a PowerPoint Presentation

- You print your presentation when you want to review your work or when you have completed it and want a hard copy.
- You can also preview your presentation to see exactly how each slide looks before you print the presentation

Printing a PowerPoint Presentation

- Using the Print dialog box, you can choose to print **slides**, **handouts**, **notes** or the **Outline view**
- Handouts can be printed with up to **9 slides** per page
- You can print in Color, Grayscale or Pure Black and White, depending on your printer

Printing a PowerPoint Presentation



Print Window

Summary

In this chapter you learned how to:

- Define presentation software
- Plan an effective presentation
- Examine the PowerPoint window
- Enter slide text
- Add a new slide

Summary (continued)

In this chapter you learned how to:

- Apply a design theme
- Compare presentation views
- Print a PowerPoint presentation